

# Evaluation Summary from Grant Writing Workshop

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to provide you with a summary of the evaluation results from the recent Grant Writing Workshop held on [Insert Workshop Date]. We appreciate your participation and valuable feedback.

## Workshop Overview

The workshop aimed to equip participants with essential skills and knowledge for effective grant writing, covering various topics such as:

- Understanding grant proposals
- Researching funding sources
- Developing a project narrative
- Budget preparation

## Participant Feedback

Overall, the workshop received positive feedback:

- **Overall Satisfaction:** 90% of participants rated the workshop as excellent.
- **Content Relevance:** 85% found the content highly relevant to their needs.
- **Facilitator Effectiveness:** 95% rated the facilitator as knowledgeable and engaging.

## Recommendations

Based on participant feedback, we recommend:

- Incorporating more hands-on activities.
- Providing additional resources for further learning.
- Offering follow-up sessions to address specific challenges.

Thank you once again for attending the workshop. Your insights will help us improve future offerings.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]